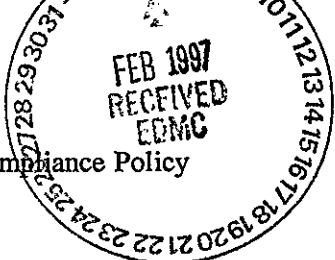


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| NOTE:          | The charter for Analytical Services may be found in WHC-CM-1, <u>Company Policies and Charters</u> . |                 |                       |
| 2.1            | Charters — Section Title (no text)   |                 |                       |
| 2.1.1          | 222-S Analytical Operations Charter  | 3               | 04/13/95              |
| 2.1.2          | 222-S Facility Operations Charter (incorporated into 2.1.1)  | <u>Canceled</u> | 10/22/93              |
| 2.1.3          | Program Management and Integration Charter   | 2               | 04/05/95              |
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| 2.1.6          | Plutonium Finishing Plant Engineering Laboratory   | <u>Canceled</u> | 07/06/95              |
| 2.1.7          | Process Laboratories and Technology Charter  | <u>Canceled</u> | 07/11/95              |
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| 2.3.1          | Waste Sampling and Characterization Facility — Startup Charter                                       | <u>Canceled</u> | 04/12/95              |
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| 3.2            | Out-of-Tolerance Report System  | <u>Canceled</u> | 01/15/93              |
| 3.3            | Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7) | <u>Canceled</u> | 09/13/93              |
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| 6.7            | Occurrence Categorization, Notification, and Reporting<br>(Conduct of Operations Chapter 7)  | 7               | 07/10/96              |
| 6.7-A          | Corrective Action Requirements, Occurrence<br>Categorization, Notification, and Reporting — Procedure<br>(incorporated into 6.7, Rev. 5) | <u>Canceled</u> | 06/06/95              |
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| 9.0            | WORK CONTROL   |                 |                       |
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|---|--|
| Approved by   |  |
| Training Plan for Hanford Analytical Services<br>Laboratories RCRA Waste Management Units | [original signed by]                               |
|   | A. G. King, Manager<br>Hanford Analytical Services |
| Author:   | G. J. Warwick                                      |
| Organization:   | Regulatory Compliance                              |

## 1.0 INTRODUCTION

In accordance with Washington Administrative Code (WAC), Chapter 173-303, "Dangerous Waste Regulations," a written training plan is required for many types of RCRA Waste Management Units. The Hanford Analytical Services (HAS) Laboratories manage RCRA Waste Management Units regulated as generator units under WAC 173-303-200, and interim status units regulated under WAC 173-303-400. RCRA Waste Management Units covered by this plan include:

- Satellite Accumulation Areas
- Less than 90 day Accumulation Areas
- 219-S Waste Treatment and Storage Facility
- Dangerous and Mixed Waste Storage Area (Connex Boxes).

WAC 173-303-200, and 400 require compliance with WAC 173-303-330, "Personnel Training". This training plan complies with WAC 173-303-330. This training plan may be given to a regulatory agency inspector upon request provided this plan is cleared for public release. Training records associated with personnel identified in this plan and maintained in the 222-S and WSCF regulatory files may be provided to an outside regulatory agency inspector as a result of the Federal Register Notice released on April 11, 1994 (59 FR 17091).

## 2.0 TRAINING PROGRAM

A dangerous or mixed waste generator and the owner/operator of active interim status units shall provide personnel training as directed by WAC 173-303-330. Centralized training organizations are responsible for developing the overall Hanford Facility training program of classroom instruction and maintaining training records. The plant manager is responsible for developing a program for unit/building-specific training supplementing the general Hanford Facility classroom program. General requirements of a training program include:

- a. Teaching personnel to perform duties in compliance with the Dangerous Waste Regulations.
- b. Instruction by a person knowledgeable of dangerous waste management procedures that includes training relevant to the employee's position.

- c. A unit/building-specific program that includes instruction to familiarize personnel with applicable procedures (inspection plans, operating procedures, etc.), container management practices, spill response, and emergency procedures. Refresher training must be given annually to personnel. An annual review of the contingency plan and the emergency procedures maintained at the unit/building will satisfy the spill response and emergency procedures review.
- d. New employees must receive training within 6 months of employment or transfer, and must be supervised until completion of training.
- e. Employees must receive appropriate annual refresher training.

### 3.0 TRAINING PLAN CONTENT REQUIREMENTS

In accordance with the requirements in WAC 173-303-330(2), a training plan must contain the following:

- 1. For each position related to dangerous waste management at the facility, the job title, the job description, and the name of the employee filling each job. The job description must include the requisite skills, education, other qualifications, and duties for each position.
- 2. A written description of the type and amount of both introductory and continuing training required for each position.
- 3. Records documenting that facility personnel have received and completed the training required by this section.

The following three sections describe how these requirements are met for the HAS Laboratories.

#### 3.1 Job Title, Job Description, and Names of Employees

Personnel who are associated with dangerous waste management in the HAS Laboratories are maintained in this training plan by name in Attachment A. These personnel are placed into six worker categories to properly assign the correct training that is commensurate with their duties and responsibilities. Personnel duties and responsibilities may overlap between categories. When overlaps occur, personnel will complete appropriate training pertaining to courses applicable from each category. The determining factor for placing specific personnel within any of the worker categories is the corresponding job duties. The six worker categories are as follows:

- All Employees
- General Worker
- Advanced General Worker
- General Manager
- General Shipper
- Waste Designator.

The duties corresponding to these categories are contained in Table 1. The descriptions of job duties for each category are general in nature. However, they do provide adequate specifics that can be matched to individual job titles or job positions commonly found at the Hanford Facility. The responsibilities for personnel categorized as Advanced General Worker, General Manager, General Shipper, and Waste Designator are provided because these categories are directly associated with the safe and compliant management of dangerous and mixed waste at the HAS Laboratories. Because personnel categorized as All Employees and General Workers are not directly related to the safe and compliant management of dangerous and mixed waste at the laboratory, these personnel are not maintained by name in Attachment A.

All personnel are assigned a job title (from the salaried nonexempt or bargaining unit classifications) or position (from the exempt classifications). The job or position descriptions include applicable requisite skills, work experience, education, and other qualifications, and a brief list of duties and/or responsibilities for each job title or position. Information regarding work experience, education, and other qualifications required for each position is maintained by the Human Resources Department.

Personnel assigned duties as a Dangerous Waste Worker will be removed from that assignment if their training goes delinquent. Upon requalification they may resume previously assigned duties.

In general, all personnel require a high school diploma or GED. Personnel filling exempt management or engineering positions may require a college degree with 2 or more years of industry experience. Many prerequisites exist for these positions. In some cases, a college degree may be waived as a prerequisite requirement. An equivalent combination of education and experience also may be accepted. Additional information on specific prerequisites can be provided upon request. The following sections describe within the appropriate worker category, the job titles and a brief position description of personnel at HAS Laboratories who are categorized as Advanced General Workers, General Managers, General Shippers, and Waste Designators.

Table 1. Worker Categories

| WORKER CATEGORIES       | GENERATOR JOB DUTIES  | PERSONNEL JOB TITLES   |
|-------------------------|---|--|
| ALL EMPLOYEES           | Is not categorized as a General Worker, Advanced General Worker, General Manager, or General Shipper.   | -Administrative personnel<br>-Touring visitors<br>-Oversight personnel   |
| GENERAL WORKER          | Generates dangerous waste and places waste into appropriate containers. Waste management activities are overseen by person-in-charge or other HAS Laboratories personnel. Contingency plan duties are to immediately evacuate incident area and report incident to appropriate personnel. Duties and responsibilities would not exceed those stated above.  | -Maintenance personnel<br>-Health physics technicians<br>-Contractor crafts<br>-Truck drivers<br>-Power Operators<br>-Chemical Technologists<br>-Engineers   |
| ADVANCED GENERAL WORKER | Duties include the management of dangerous waste in tanks, containers, containment buildings, and storage tunnels. Selects, packages, and prepares containers of dangerous waste for movement including proper marking and labeling of containers. Performs inspections and operates the RCRA Unit. Samples containers of dangerous waste and prepares samples for delivery to a laboratory. Contingency plan duties include responding to small spills in accordance with procedures within plans. | -Chemical Technologists<br>-Hazardous Materials Control personnel<br>-Building Operations Personnel<br>-Shift Techs performing surveillance of 219-S Building  |
| GENERAL MANAGER         | Environmental Compliance Officer, Someone who can act as the Building Emergency Director, or someone who directs Advanced General Workers in accumulation of dangerous waste. Responsible for the accountability and directing of employees during dangerous waste emergency events.  | -Building Emergency Director<br>-Manager of Advanced General Worker<br>-Environmental Compliance Officer<br>-Shift Managers<br>-Building Operations Manager<br>-Hazardous Materials Control Manager<br>-Hazardous Materials Control Team Leader<br>-On Call Shift Managers<br>-Chemists/Scientists |

|                              |  |   |
|------------------------------|--|---|
| <b>GENERAL<br/>SHIPPER</b>   | Duties include the preparation and shipment of dangerous or mixed waste containers in compliance with applicable requirements. Directs General and Advanced General Workers in dangerous waste management and/or transportation activities. Authorized individual for signing offsite waste manifests and onsite waste movement documentation. | -Hazardous Material Control -<br>Team Leader<br>-Hazardous Materials Control<br>Plant Engineer<br>-Regulatory Compliance<br>Engineers |
| <b>WASTE<br/>DESIGNATION</b> | Duties include performing and/or completing waste designations within the HAS Laboratories.  | -Hazardous Materials Control -<br>Team Leader<br>-Hazardous Materials Control<br>Plant Engineer<br>-Regulatory Compliance<br>Engineer |

<sup>1</sup> Duties and responsibilities of personnel must be compared to the table.

## 3.1.1 HAS Laboratories Advanced General Workers

## 1. Laboratory Chemical Technologists

Responsibilities of Chemical Technologists include the following:

- Perform work activities in accordance with current operating procedures
- Perform sampling as required by procedure
- Conduct routine surveillance of waste treatment and storage tanks, laboratory buildings, and storage areas
- Respond to alarms, dangerous waste leaks, or spills
- Respond to off-normal and/or emergency conditions according to established procedures
- Perform routine inspections of TSD units as required.

Responsibilities of Chemical Technologists assigned to the Hazardous Materials Control group include the following:

- Receive, segregate, sort, inventory, store, and stage dangerous waste
- Provide surveillance of less than 90-day Accumulation Areas and TSDs for off-normal conditions.
- Assist truck drivers in loading and unloading
- Ensure that trucks transporting dangerous waste are properly placarded
- Respond to dangerous waste leaks or spills
- Ensure that the waste has been properly secured in the transportation vehicle.

## 3.1.2 HAS Laboratories General Managers

## 1. Laboratory Chemists/Scientists

- Perform work activities in accordance with current analytical and waste management procedures.
- Provide a profile of the waste generated by assigned analytical procedures by generating waste fact sheets.

- Provide direction to chemical technologists in performing analytical procedures.

2. 222-S Building Emergency Director/Alternates, WSCF Building Warden/Alternates

NOTE: At WSCF, Operations Manager will provide direction to waste operations technicians.

Responsibilities and duties of the Building Emergency Director and the alternates include the following:

- Function as the Building Emergency Director as defined in WAC 173-03-360.
- Determine if a RCRA contingency plan has been implemented during the course of an incident or process upset.
- Ensure all applicable reports to Ecology have been made after an incident or process upset has occurred.
- Become thoroughly familiar with the RCRA Waste Management Units Contingency Plan, operations, activities, location and properties of all wastes handled, location of all records, and the layout of the RCRA Waste Management Units

3. HAS Environmental Compliance Officer.

Responsibilities include the following:

- Provide support management to ensure compliance with the applicable environmental compliance requirements, environmental permits, and compliance orders
- Ensure that management is aware of the RCRA Waste Management Units's environmental compliance status and environmental compliance activities
- Understand and be able to explain the environmental compliance status of the RCRA Waste Management Units with all applicable environmental requirements
- Advise management of new environmental requirements and policies, the associated impacts, and the recommended implementation mechanisms to ensure compliance.

## 3.1.3 HAS General Shipper

## 1. Hazardous Material Control Manager/Team Leader

- Responsible to provide technical direction for handling, storage, transportation, and disposal of hazardous materials/wastes
- Direct general and advanced general workers in dangerous waste management and/or transportation activities
- Signing waste manifests and other waste movement documentation
- Oversee routine inspections of TSD units, 90-day Accumulation Areas and Satellite Accumulation Areas
- Oversee RCRA sampling of contaminated waste

## 2. Hazardous Materials Control/Regulatory Compliance Plant Engineer:

- Lead responsibility to provide technical direction, for handling, storage of hazardous materials/waste
- Direct general and advanced waste worker activities
- Direct/Coordinate RCRA sampling for containerized waste
- Write/Implement plant operation procedures for the proper handling, storage, and disposal of solid waste
- Provide direction for response to dangerous waste leaks or spills.

## 3.2 Written Description of the Type and Amount of Training

Based on the categorization of personnel to the worker categories, the appropriate courses are chosen. Below is a list of available courses that may be assigned as a requirement by worker category. To help ensure the correct course is assigned, Table 3 provides the course descriptions containing additional information about the course. Courses applicable to all personnel categorized as Advanced General Workers, General Managers, General Shippers and Waste Designators are listed in Table 1 for each employee by name.

## 3.2.1 Worker Category Courses

All Employees

- Hanford Site Orientation (HSO) - 02006A  
Retraining: Hanford General Employee Training (HGET) - 000001

General Workers

- Worker Hazard Communication - 02006T  
Waste Management Awareness - 02006G  
Retraining: N/A - one time only
- Unit/building-specific contingency plan training (training waived when escorted by qualified personnel) - 03E024/03E070  
Retraining: 12 Months

Advanced General Workers, General Managers, General Shippers and Waste Designators

- Courses are identified in Table 3.

## 3.2.2 Emergency Response Training

Federal and state regulations require that personnel be able to respond effectively to emergencies. In accordance with WAC 173-303-330(1)(d), personnel are trained on emergency equipment, systems, and procedures. Laboratory operations involves the management of dangerous waste within containers, tanks, laboratory buildings, and storage areas. Table 2 indicates requirements from WAC 173-303-330(1)(d) that are applicable to each RCRA Unit operation. Specific topics required by federal and state dangerous waste regulations are included in courses taught at the Hanford Facility. The courses cover a wide spectrum of target audiences. For example, some courses address the level appropriate for All Employees. At the other end of the spectrum, some of these courses concern responsibilities of General Managers who function as the building emergency director as defined in WAC 173-303-360.

| Table 2. Applicability of WAC 173-303-330(1)(d) to RCRA Waste Management Units                |  |                 |                                   |
|---|--|-----------------|-----------------------------------|
|   | Less Than 90<br>Day<br>Accumulation<br>Areas | Tank<br>Systems | Container<br>Storage<br>Buildings |
| Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment | Y  | Y               | Y                                 |
| Key parameters for automatic waste feed cut-off systems                                       | N  | Y               | N                                 |
| Communications or alarm systems   | Y  | Y               | Y                                 |
| Response to fires or explosions   | Y  | Y               | Y                                 |
| Response to groundwater contamination incidents   | N  | Y               | N                                 |
| Shutdown of operations  | N  | Y               | Y                                 |

### 3.3 Training Records

#### 3.3.1 Location of Training Records

Training records, as described in WAC 173-303-330, consist of documentation that shows training has been completed. Hanford Facility training records include both electronic data storage and hard copies. The electronic data storage information is the training record initially presented to demonstrate that personnel have been trained. After a course is completed, the electronic data storage record is created on the Training Record Information (TRI) system.

The electronic data storage record will contain the course number, course title, date of attendance, and any refresher dates. Hard copies of training records that are sent to the training record organization for entry on the TRI System are initially maintained in Richland, Washington. Original hard copy training records are transferred quarterly to the Records Holding Facility in Richland, Washington. After approximately 1 year, the original hard copy training records are archived at the Federal Records Center in Kent, Washington. Electronic data storage and hard copy training records of former employees are kept for at least 3 years from the date the employee last worked at the HAS Laboratories.

#### 3.3.2 Access of Training Records

When a training record is requested during an inspection, an electronic data storage record will initially be provided. When the electronic data storage record does not satisfy the inspection concern, a hard copy training record will be provided. Training records of former employees may not be available through computers at the 222-S Laboratory Complex and may require a representative from the Training Records organization to access the TRI System for this information.

#### 3.3.3 Determining Current Training Status

After an electronic data storage training record is obtained, it will be compared to information in this plan. This plan can be used to determine the RCRA training status of all personnel in relation to all worker categories identified in this plan. The electronic data storage training record coupled with this training plan will give any inspector the ability to quickly determine the training status of personnel in the field.

## 4.0 UPDATING THE TRAINING PLAN

When new courses become available, this training plan will be revised. When personnel are no longer working at the HAS Laboratories, Attachment A to this Training Plan will be updated to indicate new personnel and to remove those workers which are transferred to other areas. HAS Laboratory Training will update Appendix A on a quarterly basis. When the Building Emergency Directors change, Emergency Preparedness will also be contacted to ensure the list of Building Emergency Directors is properly maintained.

## 5.0 RCRA COURSE DESCRIPTIONS

The following list of courses are driven by the requirements of the Washington Administrative Code 173-303, Dangerous Waste Regulations and the "draft" Hanford Facility RCRA Permit. Attachment A includes personnel in the applicable categories (3, 4, or 5), and the training courses applicable for their responsibilities. This attachment is updated quarterly.

| Course Numbers | Course Titles   |
|----------------|---|
| 000001         | Hanford General Employee Training                                 |
| 02006A         | Hanford Site Orientation  |
| 02006G         | Waste Management Awareness  |
| 02006T         | Worker Hazard Communication                                       |
| 02028B         | Building Emergency Director Training                              |
| 037510         | Building Emergency Director Requalification                       |
| 023123         | 222-S Hazardous Waste Management OJT - Initial/Refresher          |
| 03E041         | Unit/Building-Specific Contingency Plan Training - 222-S Facility |
| 03E070         | Unit/Building-Specific Contingency Plan Training - WSCF           |
| 035010         | Waste Designation Support   |
| 035020         | Facility Waste Sampling and Analysis                              |
| 035100         | Container Waste Management Training - Initial                     |
| 035110         | Container Waste Management Training - Requalification             |
| 035120         | Waste Management Administrative - Initial                         |
| 035130         | Waste Management Administrative - Requalification                 |
| 000071         | 222-S Facility Orientation  |
| 176000         | WSCF Facility Orientation   |

Table 3. Course Descriptions

| Title                 | 000001 Hanford General Employee Training   |
|-----------------------|--|
| Description           | Course covers DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazard communications, dangerous waste, fire prevention, personal protective equipment, safety requirements, certain unit/building orientation refresher training, emergency preparedness, accident reporting, and avenues for addressing safety concerns. |
| Mandating Document(s) | Hanford Facility RCRA Permit, General Conditions   |
| Target Audience       | All Hanford Facility personnel   |
| Delivery              | Computer-based training with interactive video   |
| Evaluation            | Computer generated questions   |
| Length                | Average = 2 to 6 hours   |
| Frequency             | Annual   |

| Title                 | 02006A Hanford Site Orientation   |
|-----------------------|---|
| Description           | Course covers DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazardous waste, fire prevention, personal protective equipment, safety requirements, accident reporting, and avenues for addressing safety concerns. |
| Mandating Document(s) | Hanford Facility RCRA Permit, General Conditions  |
| Target Audience       | All Hanford Facility personnel  |
| Delivery              | Classroom   |
| Evaluation            | Not applicable  |
| Length                | 3 hours   |
| Frequency             | Initial (Retrained annually by 000001 HGET)   |

| Title | 02006G Waste Management Awareness |
|-------|-----------------------------------|
|-------|-----------------------------------|

|                       |   |
|-----------------------|---|
| Description           | Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous waste worker with the basic fundamentals for safe use and disposal of hazardous waste. Course defines hazard communication, hazardous material and hazardous waste. Reviews labeling requirements, safe compliant waste disposal methods and |
| Mandating Document(s) | WAC 173-303-200(2)  |
| Target Audience       | Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper   |
| Delivery              | Classroom   |
| Evaluation            | Written examination - 80% passing grade   |
| Length                | 4 hours   |
| Frequency             | N/A - One Time Only   |

|                       |   |
|-----------------------|---|
| Title                 | 02006T Worker Hazard Communication  |
| Description           | Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous materials worker with the basic fundamentals for safe use and disposal of hazardous materials. Course defines hazard communication and hazardous material, reviews labeling requirements, and introduces material safety data sheets and key terms used in chemical safety. The course also introduces methods for waste minimization. |
| Mandating Document(s) | WAC 173-303-200(2)  |
| Target Audience       | Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper   |
| Delivery              | Classroom   |
| Evaluation            | Written examination - 80% passing grade   |
| Length                | 4 hours   |
| Frequency             | N/A - One Time Only   |

|                       |  |
|-----------------------|--|
| Title                 | 02028B Building Emergency Director Training  |
| Description           | Course provides an overview of the responsibilities of the building emergency director, identifies the building emergency organizations, actions required during an event, implementing the contingency plan, and discusses drill and exercise requirements. |
| Mandating Document(s) | WAC 173-303-340, -350, and -360  |
| Target Audience       | Building Emergency Directors and their alternates  |
| Delivery              | Classroom  |
| Evaluation            | Not Applicable   |
| Length                | 2 hours  |
| Frequency             | Initial (Retrained annually by 037510 Building Emergency Director/Warden Requalification)  |

|                       |  |
|-----------------------|--|
| Title                 | 03E041 Unit/Building-Specific Contingency Plan Training- 222-S Facility  |
| Description           | Course consists of a review of specific hazards associated with the RCRA Waste Management Units, as covered by the building emergency plan (WHC-IP-0263-222-S). The training is completed by the supervisor, manager, or a designated individual using a checklist. The unit/building-specific information is reviewed concerning hazards in the work area and emergency response requirements, including where applicable, waste feed cut-off, communication and alarm systems, and response to fires. The checklist acts as a guide to ensure consistent coverage of necessary topics. |
| Mandating Document(s) | WAC 173-303-330(1)(d), -340, and -350  |
| Target Audience       | All Hanford Facility personnel categorized as Advanced General Workers, General Managers, and General Shippers assigned to RCRA Waste Management Units. All General Workers may take this course, or equivalent training may be given during the pre-job safety meeting. The General Worker may be escorted by qualified RCRA Waste Management Units personnel.  |
| Delivery              | One-on-one or as a group with supervisor, manager or designated individual   |
| Evaluation            | Training checklist documentation   |
| Length                | 1 Hour   |
| Frequency             | Annual   |

|       |  |
|-------|--|
| Title | 03E070 Unit/Building-Specific Contingency Plan Training- WSCF Facility |
|-------|--|

|                       |   |
|-----------------------|---|
| Description           | Course consists of a review of specific hazards associated with the RCRA Waste Management Units, as covered by the building emergency plan (WHC-IP-0263-6266). The training is completed by the supervisor, manager, or a designated individual using a checklist. The unit/building-specific information is reviewed concerning hazards in the work area and emergency response requirements, including where applicable, waste feed cut-off, communication and alarm systems, and response to fires. The checklist acts as a guide to ensure consistent coverage of necessary topics. |
| Mandating Document(s) | WAC 173-303-330(1)(d), -340, and -350   |
| Target Audience       | All Hanford Facility personnel categorized as Advanced General Workers, General Managers, and General Shippers assigned to RCRA Waste Management Units. All General Workers may take this course, or equivalent training may be given during the pre-job safety meeting. The General Worker may be escorted by qualified RCRA Waste Management Units personnel.   |
| Delivery              | One-on-one or as a group with supervisor, manager or designated individual  |
| Evaluation            | Training checklist documentation  |
| Length                | 1 Hour  |
| Frequency             | Annual  |

| Title                 | 035010 Waste Designation   |
|-----------------------|--|
| Description           | Course teaches dangerous waste designation according to WAC 173-303. Class content includes section-by-section lecture on the regulations, with examples following each section. Students complete examples using a waste designation flow chart. Examples addressed include: listed waste, characteristic waste, and Washington State criteria. |
| Mandating Document(s) | WAC 173-303-330(1), -070, and -080 through -100  |
| Target Audience       | General Shippers and Waste Designators   |
| Delivery              | Classroom  |
| Evaluation            | Written Exam - 80% passing grade   |
| Length                | 16 Hours   |
| Frequency             | One-time only<br><br>Justification: Another course, the Waste Designation Qualification course annually qualifies those personnel who designate waste. General Shippers do not need to be annually retrained in this course because they can rely upon other resources within the company to help them ensure wastes are properly designated.    |

| Title                 | 035012 Waste Designation Qualification  |
|-----------------------|---|
| Description           | Course provides qualification to become a waste designator within WHC, ICFKH or BCSR. |
| Mandating Document(s) | WAC 173-303-330(1), -070, and -080 through -100                                       |
| Target Audience       | Waste Designators   |
| Delivery              | Classroom   |
| Evaluation            | Written Exam - 80% passing grade  |
| Length                | As needed   |
| Frequency             | Annual  |

|                       |   |
|-----------------------|---|
| Title                 | 035020 Facility Waste Sampling and Analysis   |
| Description           | <p>Course presents waste sampling methodologies according to EPA Protocols SW-846, Test Methods for Evaluating Solid Waste Physical/Chemical Methods. This course also covers documentation requirements in a sampling plan, field and laboratory quality control/assurance, and use of actual sampling equipment.</p> <p>One-time training is required because the General Shipper, in most cases, will utilize resources on the Hanford Facility to acquire samples. This training provides an overview of information to ensure that sampling efforts are properly set up.</p> |
| Mandating Document(s) | WAC 173-303-110 and -070  |
| Target Audience       | General Shippers  |
| Delivery              | Classroom presentation, exercises, demonstration and discussion   |
| Evaluation            | Written Examination   |
| Length                | 12 Hours  |
| Frequency             | One time  |

|                       |   |
|-----------------------|---|
| Title                 | 023123 222-S Hazardous Waste Management OJT   |
| Description           | <p>Course covers requirements of waste management, activities performed within the 222-S Laboratory Complex. Includes practical exercises for hands-on experience with satellite and 90-day accumulation area requirements, container preparation for dangerous and mixed waste, and chemical compatibility concerns. This course is intended to discuss requirements for 222-S management practices of containerized dangerous and mixed wastes. This course qualifies that the worker is knowledgeable in 222-S Laboratory waste management procedures.</p> |
| Mandating Document(s) | WAC 173-303-200   |
| Target Audience       | General Workers, Advanced General Workers and General Managers  |
| Delivery              | On Job Site   |
| Evaluation            | Trainer assessment/certification  |
| Length                | 1-2 Hours   |
| Frequency             | Annual  |

|                              |  |
|------------------------------|--|
| <b>Title</b>                 | <b>035100 Container Waste Management - Initial</b>   |
| <b>Description</b>           | Course covers basic requirements of waste management, incorporating 40 CFR, WAC 173-303, DOE Orders, and company policy. Includes three practical exercises for hands-on experience with satellite and 90-day accumulation area requirements, labpacks for dangerous waste and mixed waste, and preparation of packages for final destination. This course is intended to discuss requirements for on site management practices of containerized dangerous waste. This course is not intended to be a RCRA related course for General Shippers who conduct off site waste shipments as defined by WAC 173-303-040. |
| <b>Mandating Document(s)</b> | WAC 173-303-630, -200 and Waste Minimization   |
| <b>Target Audience</b>       | Advanced General Workers and General Managers of Advanced General Workers who manage containers of dangerous waste. The 90-day tank systems are not discussed in this course. This course is recommended for General Shippers who ship dangerous waste on site.  |
| <b>Delivery</b>              | Classroom  |
| <b>Evaluation</b>            | Written Examination - 80% passing grade  |
| <b>Length</b>                | 16 Hours   |
| <b>Frequency</b>             | Initial (retrained annually by 035110 Core Waste Management Training - Refresher)  |

|                        |   |
|------------------------|---|
| <b>Title</b>           | <b>035110 Container Waste Management - Refresher</b>                      |
| <b>Description</b>     | Refreshes Course 035100   |
| <b>Target Audience</b> | Advanced General Workers and General Managers of Advanced General Workers |
| <b>Delivery</b>        | Classroom   |
| <b>Evaluation</b>      | Written Examination - 80% passing grade                                   |
| <b>Length</b>          | 4 Hours   |
| <b>Frequency</b>       | Annual  |

|                       |   |
|-----------------------|---|
| Title                 | 035120 Waste Management Administration - Initial  |
| Description           | Course is designed for personnel preparing to become authorized shippers of dangerous and/or mixed waste. This course covers regulatory and company policies, forms, reports, forecasts, and plans. Topics also covered include: waste characterization, waste storage disposal request, low level waste storage/disposal record, transuranic waste storage/disposal record, and radioactive mixed waste attachment sheet. In addition, students will learn how these forms are used to complete shipping papers. |
| Mandating Document(s) | Hanford Facility RCRA Permit, Part II, condition II.Q   |
| Target Audience       | General Shippers  |
| Delivery              | Classroom   |
| Evaluation            | Written Examination - 80% passing grade   |
| Length                | 8 Hours   |
| Frequency             | Initial (Retrained annually by 035130 Waste Management Administration - Refresher)  |

|                 |  |
|-----------------|--|
| Title           | 035130 Waste Management Administrative - Refresher |
| Description     | Refreshes course 035120                            |
| Target Audience | General Shippers                                   |
| Delivery        | Classroom  |
| Evaluation      | Written Examination - 80% passing grade            |
| Length          | 4 Hours  |
| Frequency       | Annual   |

|                 |  |
|-----------------|--|
| Title           | 037510 Building Emergency Director Requalification |
| Description     | Refresher for Building Emergency Director Training |
| Target Audience | Building Emergency Directors and alternates        |
| Delivery        | Classroom  |
| Evaluation      | Not Applicable                                     |
| Length          | 2 Hours  |
| Frequency       | Annual   |

|                       |  |
|-----------------------|--|
| Title                 | 000071 222-S Facility Orientation  |
| Description           | Course describes the general layout of the 222-S Facility, as well as, some of the general hazards employees may encounter at various locations within the Facility. |
| Mandating Document(s) | WAC 173-303-330  |
| Target Audience       | All 222-S General Workers, Advanced Waste Workers, General Shippers and General Managers.  |
| Delivery              | Classroom  |
| Length                | 1 Hour   |
| Frequency             | Biennial   |

|                       |   |
|-----------------------|---|
| Title                 | 176000 WSCF Facility Orientation  |
| Description           | Course describes the general layout of the WSCF Facility, as well as, some of the general hazards employees may encounter at various locations within the Facility. |
| Mandating Document(s) | WAC 173-303-330   |
| Target Audience       | All WSCF General Workers, Advanced Waste Workers, General Shippers and General Managers.  |
| Delivery              | Classroom   |
| Length                | 1 Hour  |
| Frequency             | Biennial  |

## 6.0 DESIGNATED REVIEWERS

### Designated Reviewing Organizations

### CMPOC

Regulatory Compliance (Champion)

T6-12

Operations Support &amp; Assurance

T6-07

Analytical Operations

T6-12

## 7.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

## 8.0 REFERENCES

WAC 173 303, 1992, "Dangerous Waste Regulations", Washington Administrative Code, as amended.

## Attachment A

| Advanced General Worker |  |
|-------------------------|--|
| Course Numbers          | Course Titles  |
| 000001                  | Hanford General Employee Training                    |
| 02006A                  | Hanford Site Orientation                             |
| 02006G                  | Waste Management Awareness                           |
| 02006T                  | Worker Hazard Communication                          |
| 023123                  | 222-S Hazardous Waste Management OJT                 |
| 03E041                  | Unit/Bldg-Specific Contingency Plan Training - 222-S |
| 03E070                  | Unit/Bldg-Specific Contingency Plan Training - WSCF  |
| 035100                  | Container Waste Management Training - Initial        |
| 035110                  | Container Waste Management Training - Refresher      |
| 000071                  | 222-S Facility Orientation                           |
| 176000                  | WSCF Facility Orientation                            |

| General Manager |  |
|-----------------|--|
| Course Numbers  | Course Titles  |
| 000001          | Hanford General Employee Training                    |
| 02006A          | Hanford Site Orientation                             |
| 02006G          | Waste Management Awareness                           |
| 02006T          | Worker Hazard Communication                          |
| 023123          | 222-S Hazardous Waste Management OJT                 |
| 03E041          | Unit/Bldg-Specific Contingency Plan Training - 222-S |
| 03E070          | Unit/Bldg-Specific Contingency Plan Training - WSCF  |
| 035100          | Container Waste Management Training - Initial        |
| 035110          | Container Waste Management Training - Refresher      |
| 000071          | 222-S Facility Orientation                           |
| 176000          | WSCF Facility Orientation                            |

| General Shipper |  |
|-----------------|--|
| Course Numbers  | Course Titles  |
| 000001          | Hanford General Employee Training                    |
| 02006A          | Hanford Site Orientation                             |
| 02006G          | Waste Management Awareness                           |
| 02006T          | Worker Hazard Communication                          |
| 023123          | 222-S Hazardous Waste Management OJT                 |
| 03E041          | Unit/Bldg-Specific Contingency Plan Training - 222-S |
| 03E070          | Unit/Bldg-Specific Contingency Plan Training - WSCF  |
| 035010          | Waste Designation                                    |
| 035020          | Facility Waste Sampling and Analysis                 |
| 035120          | Waste Management Administrative Initial              |
| 035130          | Waste Management Administrative Requalification      |
| 000071          | 222-S Facility Orientation                           |
| 176000          | WSCF Facility Orientation                            |

| Waste Designator |                                   |
|------------------|-----------------------------------|
| Course Numbers   | Course Titles                     |
| 000001           | Hanford General Employee Training |
| 02006A           | Hanford Site Orientation          |
| 035010           | Waste Designation                 |
| 035012           | Waste Designation Qualification   |

| Employee        | Position                               | Worker Category                                    |
|-----------------|--|--|
| Perkins, L.F.   | Manager 222-S Laboratory               | General Manager                                    |
| Griffin, G.B.   | Manager, 222-S Operations              | BED, General Manager                               |
| Dale, T.F.      | Shift Operations Manager               | BED, General Manager                               |
| Cook, M.A.      | Shift Operations Manager               | BED, General Manager                               |
| Walley, G.L.    | Shift Operations Manager               | BED, General Manager                               |
| Lindberg, M.J.  | Shift Operations Manager               | BED, General Manager                               |
| Greenough, K.J. | Shift Operations Manager               | BED, General Manager                               |
| Hardy, D.B.     | Shift Operations Manager               | BED, General Manager                               |
| Kempf, P.F.     | Building Operations Team Leader        | BED, General Manager                               |
| Snyder, S.S.    | Building Operations Team Leader        | BED, General Manager                               |
| Blevins, D.G.   | Work Control PIC                       | BED, General Manager                               |
| Jewett, J.R.    | Manager, Process Chemistry             | General Manager                                    |
| Lamson, S.B.    | Manager, 222-S Rad Con                 | General Manager                                    |
| Baird, W.W.     | Manager, Standards Lab                 | General Manager                                    |
| Tollefson, K.S. | Manager, Environmental Compliance      | General Manager                                    |
| Akita, R.       | Manager, Hot Cell & Sample Preparation | General Manager                                    |
| Prilucik, J.R.  | Manager, Radiological Chemistry        | General Manager                                    |
| Fishback, A.L.  | Team Lead                              | General Manager                                    |
| Svancara, G.B.  | Manager, Inorganic Chemistry           | General Manager                                    |
| Millward, G.E.  | WSCF Building Operations Manager       | Building Warden, General Manager                   |
| Messinger, L.S. | Plant Engineer                         | Building Warden, General Manager                   |
| Southwick, D.M. | Plant Engineer                         | General Manager, General Shipper, Waste Designator |

| Employee        | Position                         | Worker Category                                    |
|-----------------|----------------------------------|--|
| Millward, G.E.  | WSCF Building Operations Manager | Building Warden, General Manager                   |
| Messinger, L.S. | Plant Engineer                   | Building Warden, General Manager                   |
| Southwick, D.M. | Plant Engineer                   | General Manager, General Shipper, Waste Designator |

| Employee         | Position  | Worker Category |
|------------------|-----------|-----------------|
| Bachelor, P.P.   | Scientist | General Manager |
| Ball, J.W.       | Scientist | General Manager |
| Beck, M.A.       | Scientist | General Manager |
| Benally, A.B.    | Scientist | General Manager |
| Carlson, D.D.    | Scientist | General Manager |
| Catlow, S.A.     | Scientist | General Manager |
| Crawford, B.A.   | Scientist | General Manager |
| Cromar, R.D.     | Scientist | General Manager |
| Fitzgerald, S.L. | Scientist | General Manager |
| Frye, J.M.       | Scientist | General Manager |
| Fuller, R.K.     | Scientist | General Manager |
| Griffin, B.      | Scientist | General Manager |
| Herting, D.L.    | Scientist | General Manager |
| Hey, B.E.        | Scientist | General Manager |
| Jensen, L.       | Scientist | General Manager |
| Jones, R.A.      | Scientist | General Manager |
| O'Rourke, J.F.   | Scientist | General Manager |
| Parong, S.M.     | Scientist | General Manager |
| Relyea, J.F.     | Scientist | General Manager |
| Schroeder, R.W.  | Scientist | General Manager |
| Troyer, G.L.     | Scientist | General Manager |
| Valenzuela, B.D. | Scientist | General Manager |

| Employee       | Position  | Worker Category |
|----------------|-----------|-----------------|
| Wilmarth, S.R. | Scientist | General Manager |
| Winters, W.I.  | Scientist | General Manager |

| Employee                 | Position      | Worker Category         |
|--------------------------|---------------|-------------------------|
| Bee, S.K.                | Chem Tech     | Advanced General Worker |
| Beebe, K.L.              | Chem Tech     | Advanced General Worker |
| Campbell, M.R.           | Chem Tech     | Advanced General Worker |
| Dunham, D.C.             | Chem Tech     | Advanced General Worker |
| Franz, M.                | Chem Tech     | Advanced General Worker |
| Frazier, T.A.            | HMC Chem Tech | Advanced General Worker |
| Fulton, S.M.             | Chem Tech     | Advanced General Worker |
| Griffin, D.G.            | Chem Tech     | Advanced General Worker |
| Guajardo, E.             | Chem Tech     | Advanced General Worker |
| Hammitt, G.J.            | Chem Tech     | Advanced General Worker |
| Hansen, P.A.             | Chem Tech     | Advanced General Worker |
| Heagney, M.S.            | Chem Tech     | Advanced General Worker |
| Higbee, K.G.             | Chem Tech     | Advanced General Worker |
| Hughes-Standley,<br>L.M. | Chem Tech     | Advanced General Worker |
| Hurson, A.K.             | Chem Tech     | Advanced General Worker |
| Jones, R.C.              | Chem Tech     | Advanced General Worker |
| Kastl, M.M.              | Chem Tech     | Advanced General Worker |
| Kessler, M.D.            | Chem Tech     | Advanced General Worker |
| King, R.W.               | Chem Tech     | Advanced General Worker |
| Lambell, E.A.            | Chem Tech     | Advanced General Worker |
| Mack, L.C.               | Chem Tech     | Advanced General Worker |
| McCalmant, G.L.          | HMC Chem Tech | Advanced General Worker |
| McColloch, T.A.          | HMC Chem Tech | Advanced General Worker |
| Meyers, R.D.             | Chem Tech     | Advanced General Worker |

| Employee        | Position      | Worker Category         |
|-----------------|---------------|-------------------------|
| Monteith, K.R.  | Chem Tech     | Advanced General Worker |
| Morris, S.R.    | Chem Tech     | Advanced General Worker |
| Oleson, T.R.    | Chem Tech     | Advanced General Worker |
| Olsen, J.R.     | Chem Tech     | Advanced General Worker |
| Patterson, R.K. | Chem Tech     | Advanced General Worker |
| Peale, G.L.     | Chem Tech     | Advanced General Worker |
| Peterson, S.L.  | Chem Tech     | Advanced General Worker |
| Purinton, A.D.  | Chem Tech     | Advanced General Worker |
| Rollison, M.A.  | HMC Chem Tech | Advanced General Worker |
| Runnels, C.D.   | Chem Tech     | Advanced General Worker |
| Solbrack, J.L.  | HMC Chem Tech | Advanced General Worker |
| Spellman, J.D.  | Chem Tech     | Advanced General Worker |
| Storm, R.W.     | HMC Chem Tech | Advanced General Worker |
| Thomas, K.N.    | Chem Tech     | Advanced General Worker |
| Vallejo, M.S.   | HMC Chem Tech | Advanced General Worker |
| Waligura, N.C.  | HMC Chem Tech | Advanced General Worker |
| Waters, V.      | Chem Tech     | Advanced General Worker |
| Wright, N.E.    | Chem Tech     | Advanced General Worker |